SS – Performance Evaluation

Resources to start ones evaluation
How to start your Performance Review
• https://service.alaska.edu/TDClient/39/Portal/KB/ArticleDetID=1001
A presentation with screenshots etc. –
• https://myua.pageuppeople.com/learning/401

Use “SMART” criteria
Specific
Measurable
Achievable
Relevant
Time-Bound

Employee

End of the Cycle – Initiate Self Evaluation by logging into PageUp

Complete self evaluation by First Friday of May

Early in the Cycle – Start Performance Review

Early in the Cycle – Create goals. A minimum of one personal and one professional

Create and maintain One on One Meeting with Employee every two weeks at a minimum throughout the year

Supervisor

Start

Review employee Self Evaluation

Complete Performance Evaluation

In person or Zoom with Employee to Review Performance Evaluation

Discuss dissagreements

Resolved?

Yes

No

Create meeting with Supervisor

Sign Performance Evaluation

End First Friday of June

Director

Start

Create meeting with Employee, Supervisor and Director

Discuss dissagreements

Resolved?

Yes

No

End

UA HR

Start

Best Practices

¾ an hour long
Sometimes it takes 30 min...sometimes 5 mins.

Both Employee and Supervisor come with topics to discuss

Talk about Employees -
• Goals – personal and professional
• what they are working on
• obstacles they are running into
• Strengths
• Opportunities for Improvement
• What is going well in SS
• What need improvement in SS
• Anything employee would like to talk about

Participate in the HR resolution process

End